

STATE OF HAWAI'I DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
OFFICE OF HAZARD EVALUATION AND EMERGENCY RESPONSE

**REQUEST FOR COMPETITIVE SEALED**  
**PROPOSALS (RFP) FOR**  
**TECHNICAL GUIDANCE MANUALS**  
**REVISIONS PROJECT**

Proposals will be received until 4:30 p.m. (HST) on May 1, 2006 in: The Hazard Evaluation and Emergency Response Office; 919 Ala Moana Boulevard, Room 206; Honolulu, Hawai'i 96814-4920. Late proposals will not be considered.

Questions relating to this solicitation may be directed to Davis Bernstein at: telephone: (808) 586-4249; facsimile: (808) 586-7537, or e-mail: [davis.bernstein@doh.hawaii.gov](mailto:davis.bernstein@doh.hawaii.gov)

Pursuant to U.S. EPA grant guidelines, the Hazard Evaluation and Emergency Response Office encourages proposals from disadvantaged, small, minority, and women-owned business enterprises. The legal ad for this RFP was posted on the State Procurement Office website on March 1, 2006.

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## **SECTION ONE**

### **INTRODUCTION**

#### **1.1 BACKGROUND**

The Hazard Evaluation and Emergency Response Office (HEER Office) and the Solid and Hazardous Waste Branch (SHWB) Underground Storage Tank Section (UST Section) of the Department of Health implement environmental laws and associated administrative rules that require the investigation and cleanup of chemical contamination. To provide guidance on the requirements of these programs, the HEER Office and the SHWB UST Section have each developed a Technical Guidance Manual (TGM). These guidance documents serve as the foundation for implementing these programs and, as such, it is important that they be clear, concise, technically accurate, user friendly, and updated periodically as appropriate.

The primary audiences for the TGMs are the owners and operators of contaminated property, the environmental consultants they hire to characterize and cleanup contaminated sites, and staff from the HEER Office and SHWB UST Section who oversee the investigations and cleanup work at the sites. While the TGMs of the HEER Office and the SHWB UST Section are similar in many respects, there are significant differences based on the unique laws and administrative rules of the different programs. The department strives for technical consistency wherever possible, and especially between the HEER Office and the SHWB UST Section since their overall program goals are very similar.

Both existing TGMs were developed in the early-to-mid 1990s, and are now out-of-date with a number of current practices and state-of-the-art methods for site investigation and site remediation of contaminated property. The existing TGMs may also lack guidance on specific topics or issues that would be very useful to those characterizing, remediating, monitoring, reviewing, and reporting on activities at contaminated property. In addition, the existing TGMs are somewhat difficult to use due to their size, format, and organization.

The current copies of the TGMs can be accessed at the following internet addresses:

**HEER Office TGM:**

<http://www.hawaii.gov/health/environmental/hazard/pdf/heertgm1997.pdf>

**SHWB UST Section TGM:**

<http://www.hawaii.gov/health/environmental/waste/ust/tgm.html>

This project entails thoroughly evaluating the two TGMs and preparing completely revised state-of-the-art guidance manuals. The new documents should present up-to-date technical and procedural information, have an internet-based and hard copy

format. The manuals should be clearly written, easily understood, and designed so that the department can easily revise them. Once completed, the contractor(s) will need to conduct a series of training sessions for DOH staff and other interested parties.

From November 2005 to January 2006, DOH surveyed both staff and Hawai'i environmental consultants regarding suggested revisions and additions to update both TGMs. This survey information will be available to the contractor(s) to help select and/or prioritize areas in the TGMs to be revised.

## **1.2 SIGNIFICANT DATES**

The following is an approximate schedule for awarding contracts pursuant to this Request for Competitive Sealed Proposals (RFP):

Announce RFP on SPO website	March 1, 2006
Optional offerors' meeting to discuss RFP	March 14, 2006
Deadline for submitting written questions	March 22, 2006
Internet posting of answers to questions	March 31, 2006
Proposals due not later than 4:30 p.m. HST	May 1, 2006
Proposal evaluations completed by	June 30, 2006
Complete discussions with priority list offerors	July 14, 2006
Announce contractor selections	July 14, 2006
Issue notice to proceed	September 29, 2006

## **1.3 OFFERORS' CONFERENCE**

A meeting will be held for interested Offerors to discuss this RFP. Those planning to attend must RSVP and provide the number of people by calling Davis Bernstein at 586-4249. The meeting will be held as follows:

DATE: March 14, 2006

TIME: 2:00 p.m. – 4:00 p.m.

LOCATION: 919 Ala Moana Blvd.; Honolulu, HI 96814; 5<sup>th</sup> Floor

## **1.4 WRITTEN QUESTIONS**

The HEER Office will accept written questions regarding the RFP until close of business on March 22, 2006. Questions should be submitted in writing to Davis Bernstein by e-mail, fax, or

letter. Responses to questions received will be posted on the HEER Office website by March 31, 2006: <http://hawaii.gov/health/environmental/hazard/index.html>

## **1.5 OFFICIAL CONTACT PERSON**

The official contact person for all communication regarding this Request for Competitive Sealed Proposals is:

Davis Bernstein  
Department of Health  
Office of Hazard Evaluation and Emergency Response  
919 Ala Moana Boulevard, Room 206  
Honolulu, Hawai'i 96814-4920  
Telephone number: (808) 586-4249      Facsimile: (808) 586-7537  
E-mail: [davis.bernstein@doh.hawaii.gov](mailto:davis.bernstein@doh.hawaii.gov)

## **1.6 CONFIDENTIALITY**

As required by Hawaii Administrative Rules Section 3-122-58 Public Inspection, the proposals of all offerors "may be available for public inspection upon notice of award and shall be available for public inspection after the contract is signed by all parties." The exceptions to this public availability are "those portions the offeror designates in writing as trade secrets or other proprietary data to be confidential..." The law also provides for appeals to material being designated as confidential. Offerors should identify very clearly which, if any, information is to be treated as confidential. To the extent that it is practical, Offerors should append or otherwise separate information they designate as confidential.

## **SECTION TWO**

### **PERIOD OF PERFORMANCE**

The initial period of the contract(s) will be for twelve (12) to eighteen (18) months and will be specified at the time the contract(s) is awarded. The contract(s) may be extended as deemed necessary and appropriate to complete the work required, upon mutual agreement in writing prior to expiration of the contract and the execution of a supplemental agreement. The State may terminate the contract(s) or a supplemental agreement to extend the contract at any time by providing sixty (60) days prior written notice.

## **SECTION THREE**

### **MINORITY-OWNED, WOMEN-OWNED, DISADVANTAGED & SMALL BUSINESS ENTERPRISES**

This project may use funds provided under a federal grant from the U.S. Environmental Protection Agency (USEPA). It is USEPA's policy to require that recipients of the Agency's grants reach out to and encourage the participation of minority-owned (MBE), women-owned (WBE), disadvantaged (DBE), and small business (SBE) enterprises. The Department of Health welcomes proposals from all such firms as either primary contractors or subcontractors. In addition, prime contractors that are not in one of these business categories will be required to follow USEPA's guidelines for encouraging such firms to participate as subcontractors, if subcontractors are to be used.

For your information, the USEPA policy requires that DOH and prime contractors take the following six steps to encourage such participation: 1) Include qualified DBEs (Department of Transportation Projects only), SBEs, MBEs, and WBEs (D/S/M/WBE) on solicitation lists; 2) Assure that D/S/M/WBEs are solicited; 3) Divide total requirements, when economically feasible, into small tasks or quantities to permit maximum participation of D/S/M/WBEs; 4) Establish delivery schedules, where the requirements of the work permit, which will encourage participation by D/S/M/WBEs, 5) Use the services and assistance of the Small Business Administration and the Minority Business Development Agency, U.S. Department of Commerce, as appropriate, and 6) If the prime contractor awards contracts and procurements, require the contractor to take the first five affirmative steps.

Offeror's are not required to follow the USEPA guidelines in preparing their proposals. However, if DOH determines that you did not follow these guidelines, or their equivalent, in selecting subcontractors you propose to use under this contract, you *may* be required to re-solicit for subcontractors using the guidelines if you are selected for contract award.

## **SECTION FOUR**

### **TYPE OF CONTRACT AND PAYMENT**

Award will be based on negotiated rates, the number of hours to be worked in each labor category, and other associated expenses needed to complete the work. Payments will be made in accordance with the rates, hours, and expenses negotiated. However, because of the uncertainties inherently associated with this project, DOH anticipates that the procurement will result in a "time and materials" contract and not a "fixed-priced" contract. The department does reserve the right to structure the contract in any manner it believes to be in the best interest of the State and consistent with the State's procurement law. The department also reserves the right to enter into more than one contract with different Offerors.

The Contractor shall forward an original and two (2) copies of its invoice to the HEER Office by the 10<sup>th</sup> day of each month. The invoice will include a clear description of the specific work performed during the billing period, the people who performed the work, a detailed breakdown of the services, equipment, and materials utilized, and the costs associated with each of them. Section 103-10, HRS, provides that the State shall have thirty (30) calendar days from receipt of invoice or satisfactory delivery of goods or performance of services to make payment. For this reason, the State will reject any offer submitted with a condition requiring payment within a shorter period. Furthermore, the State will reject any bid submitted with a condition requiring interest payments greater than that allowed by Section 103-10, HRS, as amended.

## **SECTION FIVE**

### **SCOPE OF SERVICES**

#### **5.1 INTRODUCTION**

DOH is seeking a contractor that has the knowledge, skills, and experience to identify tasks, design a process, and revise the current TGMs to produce two state-of-the-art documents. As a minimum, key personnel anticipated for this project include:

- An overall project manager,
- Technical expert(s) in Hawaii hazardous waste site work and Hawaii geology/hydrogeology,
- A technical writer, and
- A website designer

Due to the specialized expertise that will be necessary to update parts of the technical guidance, DOH expects that outside “experts” on particular technical issues will need to be identified and subcontracted to draft and/or review portions of the revised TGMs. Close coordination and communication with the DOH project manager, obtaining substantial input from DOH staff, the Hawaii environmental consulting and laboratory community, and review by the regulated community and USEPA will also be an important aspect of the project.

DOH is currently anticipating that this project will be completed in approximately one year at a cost ranging from \$100,000 - \$200,000.

#### **5.2 MINIMUM REQUIREMENTS FOR THE TGMs REVISIONS PROJECT**

DOH expects that Offerors will prepare an effective project design and identify in their proposals the set of tasks they believe are needed to successfully complete this



project. To that end, proposals must include a detailed task list, personnel assignment, expected level of effort, and timeline for the overall project. Offerors will be evaluated, in part, on their understanding of the project, their project design, and the tasks they identify. In addition, DOH has identified the following items that must, as a minimum, be included within the scope of the TGMs Revisions Project. While these items must be included with the scope of the TGM Revisions Project, proposals need not be organized around them.

1. Conduct an independent review and evaluation of both DOH TGMs to identify potential needs for revisions or additions. Identification of those sections of the two TGMs that should be substantially the same and which sections are unique to the individual programs. Review and use DOH staff and consultant surveys already completed by DOH.
2. Ensure that all suggestions for TGM revisions are assembled and categorized, and include any background data relevant to the suggested revisions or additions. Make recommendations to the DOH project manager for particular sections/topics/issues needing revisions, including an evaluation of the priority and estimated degree of work necessary for each recommended revision/addition.
3. Identify a specific strategy for assuring that suggested revisions or additions endorsed by DOH are pursued. Ensure that technical guidance revisions or additions will reflect current scientific information regarding the topic. Identify and arrange for technical experts, as needed, to provide input or review on specific technical guidance material.
4. Design a process that provides for substantial input from and review by DOH staff and the environmental consulting/lab community, as well as appropriate review by the regulated community, USEPA, and other key stakeholders.
5. Investigate and make effective use of similar technical guidance documents that have been developed by other states.
6. Assure that the documents are easy to read, understandable, and well-organized. Provide up-to-date environmental assessment, investigation, and response action information that reflects the current state-of-the-art, and references technically credible sources on each topic. Provide clear and concise explanations of all DOH technical, procedural, and administrative requirements related to programs covered by the TGMs.
7. Provide draft copies of the revised TGMs (or sections of the TGMs) for review and input by stakeholder groups. Summarize stakeholder comments and provide recommended changes or responses to comments received by the DOH project manager.
8. Provide for an internet-based as well as hard copy format for the TGMs. Design an internet-based system for making the TGMs available, as well as, links to key

reference materials cited in the TGMs. Assure compatibility with existing DOH computer technology.

9. Design the guidance documents so that they can be easily revised by DOH on a continuing basis. Identify a reasonable and cost-effective strategy for DOH to maintain and periodically update both the internet and hard copy versions of the TGMs.
10. Work closely with the DOH project manager to complete the project.
11. Upon completion of the TGMs, conduct training sessions for DOH staff and other interested parties to make them aware of changes in technical content, formatting, and accessibility

**NOTE: While these items must be included with the scope of the TGM Revisions Project, proposals need not be organized around them.**

## **SECTION SIX**

### **PROPOSAL REQUIREMENTS**

#### **6.1 INTRODUCTION**

One of the objectives of this Request for Competitive Sealed Proposals is to make proposal preparation easy and efficient, while giving Offerors ample opportunity to highlight their qualifications. The evaluation process must also be manageable and effective. When an Offeror submits a proposal, it shall be considered a complete and comprehensive plan for completing the TGMs Revisions Project.

Proposals should be straightforward and concise, describing the Offeror's capabilities and approach to the project as completely as possible according to the format given in Section 6.3. Offerors are cautioned that reviewers may reject confusing and unclear item(s) to avoid any errors in interpretation during the evaluation process. Part, or all, of this Request for Competitive Sealed Proposals and the successful proposals may be incorporated into the contract.

#### **6.2 ORIGINAL PROPOSAL AND COPIES TO BE SUBMITTED**

Offerors should submit their typed proposals on 8.5"x11" paper. Each page of the proposal should contain a header or footer identifying the section, page number, and Offeror's name. One (1) original and four (4) hard copies of the proposal shall be submitted in the format specified below, along with an electronic copy on a compact disk. The original proposal shall be clearly marked "ORIGINAL" and copies shall be clearly marked "COPY" on the upper right hand corners of the cover pages.

It is imperative that Offerors submit only one original and the required number of copies. Please do not submit more than one original. Also, please note that faxed material will not be accepted. The State will not reimburse Offerors for any costs associated with developing, submitting, presenting, or negotiating proposals in response to this Request for Competitive Sealed Proposals. The original and copies shall be submitted in a sealed envelope(s)/box to:

Davis Bernstein  
Office of Hazard Evaluation and Emergency Response  
919 Ala Moana Boulevard, Room 206  
Honolulu, Hawai'i 96814-4920

#### **6.3 PROPOSAL FORMAT AND CONTENT**

Proposals must be bound and organized into sections with tabs separating each section described below. Three-ringed binders are acceptable.

- Offerors' form letter (provided in RFP)

- Special forms
  - Tax clearance form
  - Proof of liability insurance
  - Certificate of Compliance from Department of Labor and Industrial Relations
  - Certificate of Good Standing from Department of Commerce and Consumer Affairs
- Detailed description of the overall approach to the project, the specific tasks to be performed, and a project timeline organized by task.
- Detailed description of the proposed TGMs Revision Project team, including subcontractors, their qualifications and the location at which each individual normally works.

NOTE: The proposal need not identify every technical expert that may be hired to review or write portions of the revised TGMs. DOH understands and expects that these specialists may be identified during the course of the project. However, all technical experts hired to review or write portions of the revised TGMs will require prior written approval from the DOH project manager.

- Detailed breakdown of hours to be worked by each individual, their professional specialty, and their professional level within the company. A general rate schedule and price list must also be included.
- Discussion of the firm's and project team's qualifications related specifically to the requirements of the TGMs Revisions Project. This discussion should included work on similar or related projects.

The HEER Office will evaluate offers using the criteria provided in Section Seven of this RFP. Offerors are advised to review the evaluation criteria and to provide all information necessary to allow the HEER Office to evaluate their proposal based on these criteria.

### **6.3.1. OFFEROR'S FORM LETTER**

Offerors are requested to submit their offer using the Offeror's Form Letter attached to this RFP. Offerors are to provide their exact legal name as registered with the Department of Commerce and Consumer Affairs. Failure to do so may delay proper execution of the contract. The Offeror's authorized signature on the "original" proposal shall be an original signature in ink. The person signing the Offer Form must have the authority to make such offers on behalf of the Offeror. If the Offer Form is unsigned or the signature is a facsimile or a photocopy, the offer may be rejected.

## **6.3.2. SPECIAL FORMS REQUIRED**

### **6.3.2.1 Tax clearance (Offerors and Subcontractors)**

Offerors shall submit an original or certified copy of a tax clearance certificate issued by the Hawai'i State Department of Taxation (DOTAX). This form and instructions are available from the DOTAX website at: <http://www.state.hi.us/tax/alphalist.html>. Each subcontractor, if any, is also required to submit an original or certified copy of a tax clearance certificate.

### **6.3.2.2 Proof of liability insurance**

Offerors shall submit proof that they carry a minimum of \$1,000,000 liability insurance. This proof of insurance may be a letter or form from the Offeror's insurance carrier.

### **6.3.2.3 Department of Labor and Industrial Relations certificate of compliance**

Offerors shall submit an approved form LIR#27 from the Department of Labor and Industrial Relations certifying that the Offeror is in compliance with State labor laws. This form may be obtained from the Department of Labor and Industrial Relations website at: <http://www.dlir.state.hi.us/>.

### **6.3.2.4 Certificate of Good Standing from Department of Commerce and Consumer Affairs**

Offerors shall submit an approved Certificate of Good Standing. This certificate may be requested and purchased from the Department of Commerce and Consumer Affairs website at: <http://www.businessregistrations.com/>

## **6.3.3 PROJECT TEAM'S SPECIAL QUALIFICATIONS AND EXPERIENCE OF THE FIRM RELATED SPECIFICALLY TO THE TGMs REVISION PROJECT**

The proposal should contain a chart illustrating the project organization and identifying the key members of the project team. As a minimum, the qualifications and the firm and staff should include the following:

- The firm's principal place of business and location of all its offices.
- Age of firm and its average number of employees over the past three years.
- The education, training, and qualifications of key employees (i.e. resumes).
- The proposed primary point of contact for DOH regarding the contract.
- Experiences in work related specifically to the TGMs Revisions Project.
- The names and phone numbers of up to five clients who may be contacted as references, including at least two from the preceding year.

- Promotional or descriptive literature the firm desires to submit.

If you plan to utilize the assistance of other parties outside of your firm (without compensation) or plan to subcontract (with compensation), a statement of intent to do so must be included. The identity, qualifications, and roles of the subcontracted parties should be described. Include the estimated percentage of assistance or subcontracting in relation to your own firm. The rates for all subcontractors as well as the cost of managing subcontractors must be shown in the cost summary. If a subcontractor is a minority-owned, woman-owned, or small business, a statement to that effect should be included. Please refer to Section Three regarding the selection of subcontractors. Please note that if you have not followed the USEPA guidelines for encouraging minority-owned, woman-owned, or small business participation, or their equivalent, in selecting subcontractors you may be required to re-solicit them using the guidelines if you are awarded a contract under this RFP.

Each assistant or subcontractor must submit a price list and a statement, signed by an individual authorized to legally bind the subcontractor, and stating:

- Name, address, telephone number, fax number, and contact person.
- The general scope of work to be performed by the subcontractor.
- The subcontractor's willingness to perform the work indicated.

#### **6.3.4 INDIVIDUALS ON THE PROJECT TEAM, TECHNICAL SPECIALTY, LABOR CATEGORY, PROFESSIONAL LEVEL, RATE SCHEDULE, AND PRICE LIST**

Offerors should clearly identify the individuals on their project team, the areas of expertise of these individuals, their professional level in the firm, and their pay rate. Offeror must also include their rates for other expenses associated with the project, including any costs for known subcontractors. If your firm is selected, any of this information may be included in the contract, as deemed appropriate by the department.

## **SECTION SEVEN**

### **EVALUATION PROCESS AND CRITERIA FOR SELECTION OF CONTRACTORS**

#### **7.1 PROCESS FOR CONTRACTOR SELECTION**

An Evaluation Committee will be used to evaluate proposals in accordance with the criteria described in Section 7.2. Each proposal will be reviewed and assigned a numerical score by each member of the Evaluation Committee. The scores of all evaluators will be averaged and the average scores will be used to provide a rank ordering of the proposals. The Evaluation Committee shall identify a Priority Offerors List comprised of the 3-5 Offerors receiving the highest scores. The HEER Office will select the contractor for this project from the Priority Offerors List. A more detailed description of the selection process follows.

NOTE: DOH reserves the right to divide this project and award multiple contracts if it determines this approach to be in the best interest of the State in completing this project.

**Public Notice.** The DOH HEER Office will publish a Procurement Notice of the Request for Competitive Sealed Proposals (RFP) on the website of the State Procurement Office under Procurement Notices. Interested parties may download a copy of the complete RFP from either of the following SPO or HEER Office websites:

**HEER Office:** <http://www.hawaii.gov/health/environmental/hazard/index.html>.

**SPO:** <http://www2.hawaii.gov/bidapps/ShowBids.cfm#Table>.

Alternatively, interested parties may request that a copy be mailed to them. Any revisions to the RFP will be made to the posting on the HEER Office website and mailed to those requesting copies.

**Offerors Conference.** After the RFP is made available through the SPO procurement notice system and before the date by which proposals must be submitted, the HEER Office will convene an Offerors Conference to answer questions about the TGMs Revisions Project, the proposal requirements, and the terms of the contract. Offerors are strongly encouraged to attend this conference.

**The Evaluation & Selection Committees.** The Evaluation Committee shall consist of at least three employees from the DOH, HEER Office, or from other governmental bodies with sufficient education, training, and experience to properly evaluate Offerors' proposals. The Evaluation Committee will evaluate the proposals using the criteria presented in Section 7.2. The Evaluation Committee may conduct confidential discussions with a qualified representative(s) of a firm to clarify information in their proposal. The Selection Committee shall consist of the HEER Office Manager and 1-3 other individuals. The HEER Office Manager shall be the Selecting Official.

**Priority List Offerors.** The Evaluation Committee shall review each proposal according to the evaluation criteria in Section 7.2 and assign a numerical score to each proposal. The highest ranked 3-5 Offerors will constitute the Priority List Offerors. The Priority List will then be given to the Selection Committee. The Selection Committee will further evaluate the Priority List Offerors. From the Priority List Offerors, the HEER Office Manager intends to select one (1) contractor with which to enter into a contract to perform the work described in Section Five.

**Discussions With Priority List Offerors.** At their discretion, the Office Manager and members of the Selection Committee will discuss the proposals with Offerors on the Priority Offerors List. On the basis of these discussions, DOH may request that Offerors submit their Best and Final Offers. Priority List Offerors will receive fair and equal treatment with respect to any opportunity for discussions and revisions to their proposals. However, discussions are not required and Offerors may or may not be selected solely on the basis of the proposals that they submit.

**DOH Final Approval.** Any agreement arising out of the selection process and subsequent negotiations is subject to the approval of the Department of the Attorney General as to form, and to all further approvals required by statute, regulation, rule, order, or other directive. Project funds will be available to the selected contractor(s) only after contracts between the contractor(s) and the Department of Health has been fully executed, and an official Notice to Proceed is issued.

## **7.2 EVALUATION CRITERIA**

### **7.2.1. MINIMUM CRITERIA FOR PROPOSAL RESPONSIVENESS**

At the discretion of DOH, the following may be justification for rejecting a proposal:

1. Submitting incomplete documents or failure to submit an original signature.
2. Failure to clearly identify a project team.
3. Failure to identify a project design and associated tasks.
4. Failure to identify the individuals, their professional categories, professional levels, and the estimated hours each individual will devote to the project.
5. Failure to provide a price/rate list for material, labor, and equipment
6. Unfavorable references. (Note: The HEER Office reserves the right to seek additional references in addition to those submitted in the proposal.)

### **7.2.2 PROPOSAL EVALUATION CRITERIA**

The proposal will be evaluated according to the following evaluation criteria and weightings:

1. The Project Team's specific knowledge, experience, and abilities related to the relevant DOH environmental programs, the technical guidance subject matter, and the preparation of technical guidance manuals. (40%)
2. The overall project design, strategy, and organization (25%)
3. The specific strategy for assuring that TGMs contain the most current and scientifically credible information available. (10%)
4. Cost (20%)
5. Overall quality and presentation of proposal, and efforts to encourage and utilize Small, Disadvantaged, Minority-Owned, and Women-Owned Business Enterprises (5%)



## EXHIBIT A – OFFEROR'S FORM LETTER

Hazard Evaluation and Emergency Response Office  
Competitive Sealed Proposals for Technical Guidance Manuals Revisions Project

Mr. Davis Bernstein  
State of Hawai'i Department of Health  
Office of Hazard Evaluation and Emergency Response  
919 Ala Moana Blvd., Room 206  
Honolulu, Hawai'i 96814-4920

Dear Mr. Bernstein:

We have carefully read and understand the terms, conditions, and requirements specified in the Request for Competitive Sealed Proposals (RFP) for the DOH Technical Guidance Manuals Revisions Project and the General and Special Conditions, incorporated by reference into this offer. We hereby submit the following offer to perform the work specified in the RFP. We further understand and agree to the following:

1. By submitting this offer, the undersigned is declaring that this offer complies with Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts.
2. By submitting this offer, the undersigned is declaring that the prices submitted were independently arrived at without collusion.
3. The Director of Health reserves the right to cancel this request for proposals at any time and all proposals may be rejected in whole or part when it is determined to be in the best interest of the State.
4. The Director of Health reserves the right to divide this project and award multiple contracts to different Offerors.
5. Discussions may be conducted with Offerors who have submitted proposals and have a reasonable possibility of being selected for award. However, a selection may be made with no such discussions.
6. Awards, if any, will be made to the parties who have submitted the most advantageous offer in accordance with the evaluation criteria set forth in this Request for Proposals.
7. If awarded the contract, the undersigned will comply with all requirements for wages, hours, and working conditions in accordance with Section 103-55, Hawai'i Revised Statutes.

8. Pursuant to U.S. EPA grant guidelines, the Hazard Evaluation and Emergency Response Office encourages proposals from disadvantaged, small, minority, and women-owned business enterprises. Offerors identifying subcontractors in their proposals may be required to re-solicit for subcontractors using a process equivalent to the U.S. EPA guidelines described in the RFP.

The undersigned hereby certifies that the proposal attached has been carefully checked and is submitted as correct.

Respectfully submitted,

\_\_\_\_\_  
Exact Legal Name of Offeror (Company Name)

\_\_\_\_\_  
Authorized Signature (Original)

\_\_\_\_\_  
Date

State of Hawai'i General Excise Tax (GET) Identification Number \_\_\_\_\_

Federal Taxpayer Identification Number \_\_\_\_\_

Type of Organization:

\_\_\_\_\_ Individual    \_\_\_\_\_ Partnership    \_\_\_\_\_ Corporation    \_\_\_\_\_ Joint Venture

\_\_\_\_\_ Minority Owned    \_\_\_\_\_ Woman Owned    \_\_\_\_\_ Small Business

If offerer is a "dba" or a division of a corporation, furnish the exact legal name of the corporation under which the contract, if awarded will be executed:

\_\_\_\_\_  
State of Incorporation: Hawai'i \_\_\_\_\_ Other: \_\_\_\_\_

Point of Contact for Matters Regarding this Proposal:

\_\_\_\_\_

Name

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Phone Number

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E-mail Address

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Fax Number